

Website Photo Guidelines

COMPOSITION

- Employee facing front
- Employee centered in photo
- Head and shoulders only
- No Selfies

BACKGROUND

- Photo should be taken outdoors
- Employee should be standing in front of a greenery background (tree or bush)
- Light source should not be directly behind the employee or blinding the employee (shady outdoor areas often have excellent lighting)

APPEARANCE

- Employee should have professional appearance—hair, clothing, jewelry etc.
- Employee should be smiling or have a pleasant, warm, and inviting expression

TIPS AND TRICKS

- Most smart phone cameras can take high quality photos—no need to have a professional camera
- Use “portrait mode” feature on smart phone if available
- If possible, remove glasses for photo as they can cause glaring

Correct Examples Below:

